

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services

Funding Opportunity Title: Job Opportunities for Low-Income Individuals (JOLI)

Announcement Type: Initial

Funding Opportunity Number: HHS-2009-ACF-OCS-EO-0011

CFDA Number: 93.593

Due Date for Applications: **05/08/2009**

Executive Summary:

The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program supports business development and expansion opportunities, including micro-enterprise and self-employment opportunities, in an effort to help Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals achieve economic self-sufficiency. Grantees may provide technical and financial assistance to private employers in low-income communities in order to create sustainable employment and business opportunities.

Funded projects should focus on one of the following three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. A minimum of 20 percent of the JOLI funds must be allotted to direct financial assistance to program participants for creating or expanding a business.

Grantees must ensure that TANF recipients and other low-income individuals are recruited to participate in business development and expansion activities, and to fill positions created under the program.

The program must help TANF recipients and other low-income individuals overcome personal or community barriers, and ensure that the businesses and jobs remain viable for at least six months after the end of the grant. For JOLI grants, low-income individuals are defined as those living in households with incomes at or below poverty, as defined by the U.S. Department of Health and Human Services (HHS)

Guidelines on Poverty, found at <http://aspe.hhs.gov/poverty/index.shtml>.

In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) needed management, staff, and other resources, (2) written commitments from third-party partners, (3) evidence of site control, and (4) referral sources to identify low-income individuals to fill the positions.

JOLI grants are awarded to non-profit organizations having 501(c)(3) or 501(c)(4) status.

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program is authorized under Section 505 of the Family Support Act of 1988, Public Law (P.L.) 100-485, as amended by Section 112 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, as amended. The Family Support Act of 1988 authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to enter into agreements with non-profit organizations (including community development corporations) for the purpose of conducting projects designed to create employment opportunities for certain low-income individuals (42 United States Code (U.S.C.) 9926). HHS regulations at 45 CFR Part 87 permit faith-based organization that are otherwise eligible to apply for JOLI.

Description

The purpose of the JOLI program is to provide technical and financial assistance to support the creation of employment and business opportunities that will be available to TANF recipients and other low-income individuals in low-income communities. OCS seeks to fund projects that implement strategies for fostering self-sufficiency for low-income families and achieving sustained employment opportunities in low-income communities.

JOLI projects must focus on one of three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. While proposed projects may involve more than one of these program strategies, the most

successful projects typically focus on only one. In all cases, the end result of the JOLI-funded activity must be the creation of new, full-time, full-year jobs for TANF recipients or other low-income individuals.

Program Strategy 1: New Business Ventures involves, developing a new business that will train and employ TANF recipients or other low-income individuals to work within that business.

Program Strategy 2: Business Expansion, involves providing technical and financial assistance to businesses already in existence. The assistance should allow the businesses to expand, for example by helping them obtain better marketing services, contracts, or access to funds needed to help the business grow.

Program Strategy 3: Self-employment/Micro-enterprise projects, involves projects that create self-employment/micro-enterprise opportunities for eligible participants in industries that are expected to thrive in the target area, and will help participants become economically self-sufficient. Self-employment involves the creation of a sustainable business that is designed to employ a single individual such as home-based day care, graphic design, medical billings, sewing services, or secretarial services. Micro-enterprise involves the creation of a sustainable business that is designed to hire one to four or more individuals, such as a cleaning business that will create more than one job. Under this strategy, OCS does not consider a job to be created or sustainable until enough contracts and subcontracts have been committed to provide sufficient cash flow to support one or more full-time jobs, including the self-employed person or the Micro-enterprise owner, for a minimum of 12 months.

Regardless of the program strategy selected, applicants are required to allot a minimum of 20 percent of the JOLI funds received for the provision of direct financial assistance to beneficiaries. Direct financial assistance may be provided to beneficiaries by creating a revolving loan fund for the provision of business loans to self-employed /micro-enterprise business owners; and providing direct cash assistance for costs such as start up assistance, computers, supply costs, salaries, and training stipends.

The JOLI program provides funding for projects located in service areas with a demonstrated need for the proposed project. To accomplish this, the program requires that all businesses and positions created must be located within a service area with unemployment and poverty rates that are at or above the state or national levels. Further, the program will give priority to projects that serve areas with

the highest percentage individuals receiving assistance under a State program funded under part A of title IV of the Social Security Act [42 U.S.C. 601 et seq.], Temporary Assistance to Needy Families (TANF). The program also seeks to fund projects that address the personal and community barriers that must be overcome to help low-income individuals become self-sufficient. JOLI grantees develop solid implementation plans with realistic milestones and timeframes to accomplish these goals. In addition, they establish contingency plans to successfully address potential obstacles that may arise.

The program's goal is that the positions created and new businesses developed will be sustainable after Federal support ends. Positions and businesses must be in place at least one year before the anticipated project end date, and must be viable for at least six months beyond the end of the grant. JOLI projects are most successful when they focus on industries that have viable short-and long-term job outlooks and that present no obvious long-term risks. Project viability is typically determined through careful development of supporting marketing research.

JOLI projects are expected to create new jobs that help TANF recipients and other low-income individuals move toward self-sufficiency. This is accomplished by ensuring that the jobs created by the project pay a livable wage and offer career progression opportunities. Each project is expected to result in long-term economic benefits that allow people to provide for their own needs without the need for public assistance.

In addition to creating solid jobs, JOLI projects are required to actively recruit and work with appropriate businesses, entrepreneurs, and TANF recipients and other low-income individuals. Grantees must effectively identify those individuals, recruit them, and offer the assistance those businesses and individuals need in order to succeed under the project. Recruitment and retention may be addressed through activities that help address personal barriers such as illiteracy, substance abuse, inadequate transportation, lack of affordable child care, insufficient life skills, past criminal history, health problems, and other barriers that could inhibit an individual's ability to achieve self-sufficiency.

For *self-employment and micro-enterprise projects*, grantees provide appropriate training and support to potential entrepreneurs. This involves taking realistic steps to ensure that the entrepreneurs supported by the project will implement their activities in ways that support achievement of the program's goals and objectives. This

includes ensuring that the entrepreneurs will do solid market research and develop appropriate plans, and that the new positions will be put in place at least one year before the end of the grant period, and that 100 percent of the positions counted will be filled by TANF recipients or other low-income individuals. Grantees involved with *self-employment and micro-enterprise projects* must secure commitment of contracts/subcontracts for each self-employment/Micro-enterprise business.

Grantees that *operate a loan or revolving loan fund* must comply with all the terms of 45 CFR Part 74.36 concerning intangible property.

These include ensuring that loans from the fund will be made to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants, and that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally-approved project during the grant period. Any repaid principal on such loans that is no longer needed for the originally-authorized purpose of the project must revert to ACF (see 45 CFR Part 74.36 for additional information pertaining to the use of intangible property). Business loans typically are for a minimum of \$20,000.

Grantees that make smaller loans must have a clear rationale for doing so, and evidence that such loans will be a reasonable investment to achieve the proposed outcomes.

JOLI grantees sometimes partner with third parties to help implement the project (entrepreneurs involved in Self-employment/Micro-enterprise are not considered third parties). When a third-party partner is involved, grantees must ensure that the third party will comply with all project requirements. These include ensuring that 100 percent of the positions counted by third-party partners are filled by low-income individuals, that the grantee has an opportunity to consult about prospective candidates, that the grantee can verify that those candidates who are hired qualify as low-income individuals for the purposes of the program, and that the grantee is able to provide oversight and technical assistance to help ensure the retention of low-income individuals. In addition, third-party partners must maintain detailed records documenting expenditures of grant funds, supply detailed expenditure reports to the grantee no less than quarterly, agree not to expend funds in any way that was not proposed in the grantee's application without prior written approval from OCS, and provide OCS or its representative access to all documents related to the project, as requested. Third parties are further required to

maintain accurate, unduplicated counts of positions created and must have the capacity to responsibly manage the proposed Federal funds.

Grantees are encouraged to seek active partnerships with third parties that can help identify appropriate low-income candidates to fill the positions created by the program. Typically, these agreements take the form of memorandums of understanding with public assistance and other agencies responsible for child support enforcement, Temporary Assistance for Needy Families (TANF), and employment, education, and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers). To make such agreements effective, grantees are expected to develop explicit strategies for these collaborations, including a clear articulation of the contribution that the cooperating agency will make to the project. In addition, grantees must ensure that any memorandum of understanding is signed by the cooperating agency in order to document the agreement and help ensure that the proposed collaboration will take place.

JOLI grantees must be qualified non-profit organizations, and must have sufficient overall experience to successfully implement the proposed project. A minimum of two prior projects is generally recommended. Such experience is typically obtained by undertaking projects of similar size and scope and successfully creating or expanding businesses, and creating jobs for low-income individuals in low-income communities. Grantees also must have the capacity to supply needed facilities and resources, as well as having the capacity to collect needed data and adequately evaluate the program with the help of a third-party evaluator.

JOLI projects must be operated by qualified key staff that will have responsibility for managing the project, coordinating activities, and achieving performance targets and must have both skills and experience, as well as sufficient time available to contribute to the project as needed. Skills and experience of key staff must include appropriate supervisory experience, experience in finance and business, and experience with the target population.

The success of JOLI programs is ensured in part through a rigorous budget review process. JOLI projects must have funds available that are commensurate with the level of effort necessary to accomplish the goals and objectives of the project. Standard forms such as the SF 424A with an accompanying budget narrative, help applicants ensure that the proposed budget is appropriate for accomplishing the proposed project. Project budgets typically are developed in sufficient detail to allow for easy analysis of the appropriateness and

reasonableness of the line items proposed. Budget narratives generally are developed to clearly link proposed expenditures to proposed activities.

Technical assistance conferences are provided periodically for JOLI grantees. Grantees are required to send at least one staff member, and must budget for one staff member to attend a conference in Washington, D.C during each year of the grant. In addition, at least 20 percent of each grantee's JOLI funds must be allocated directly to financial assistance to program beneficiaries. Examples of eligible uses of funds for businesses include: start up assistance, computers, supplies cost, salaries and training stipends.

JOLI grantees develop and follow evaluation plans for the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" Such plans are intended to explain how the grantee will measure the project's ongoing accomplishments and compare them with projected accomplishments. Grantees establish a logic model that demonstrates the rationale connections between the project activities and the projected outcomes. Concrete measures that will be used to gauge the project's success in achieving the anticipated results or benefits are developed to relate clearly to the logic model. The evaluation is designed to answer the questions of how future operations of the project could be improved (process evaluation) and what the project was able to accomplish and why (outcome evaluation).

Grantees are encouraged to procure the services of a qualified, independent, third-party evaluator to help evaluate the project. To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the applicant. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program. To be considered qualified, the individual must have successfully planned and evaluated social services delivery programs, community economic development, or job creation projects for low-income populations or programs designed to foster self-sufficiency in low-income populations.

Grantees must develop and adhere to a viable timeline for evaluating the project on an on-going basis. At a minimum, evaluation results must be provided by the third-party evaluator in annual reports and a final report. Each report compares actual and projected progress toward business creation or expansion and position creation, and discusses any lessons learned. These reports from the third-party

evaluator supplement regular reporting required from the grantee. In addition grantees are required to participate in compliance monitoring reviews, and are expected to participate in technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

Definitions of Terms

The following definitions apply:

BENEFICIARY - A low-income individual whose income is at or below the federal poverty line as found in the guidelines published by HHS (<http://aspe.hhs.gov/poverty/index/shtml>), who obtains employment or whose business receives assistance under the JOLI program.

BUDGET PERIOD - The time interval into which a grant period is divided for budgetary and funding purposes. The budget period cannot exceed 3 years (36 months).

COMMUNITY- Any geographic area defined by specific boundaries.

COMMUNITY BARRIERS - Conditions in a community that may impede success in a job. This might include factors such as: lack of adequate, affordable child care lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services and job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dump sites or leaking underground tanks.

ELIGIBLE ACTIVITIES - Activities that contribute to creation or expansion of sustainable new businesses and jobs.

EMPLOYMENT EDUCATION AND TRAINING PROGRAM - A program that provides education and training to TANF recipients, at-risk youth, residents of public housing, displaced workers, homeless and other low-income individuals, and that has demonstrated organizational experience in employment directed education and training for these populations.

EQUIPMENT - The tangible non-expendable personal property charged directly to an award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

EQUITY INVESTMENT - The provision of capital to a business entity for some specified purpose in return for a portion of ownership using a

third-party agreement as the contractual instrument. This is also referred to as Equity Stock Investments.

FAITH-BASED COMMUNITY DEVELOPMENT CORPORATION - A community development corporation that has a religious character.

FULL-TIME, FULL-YEAR JOB - A non-seasonal position requiring at least 30 hours of work per week. Aggregations of part-time positions to full-time equivalents are not considered full time positions.

INCUBATOR - A program to help start-up businesses flourish by providing shared support, resources, business services, and advice, normally under one facility location. Incubators that are established without walls are not supported by this announcement.

INDEPENDENT EVALUATOR - To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the grantee. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program.

INDIRECT COSTS - Overhead costs of an organization that has been approved by HHS or other Federal agencies for use in applying for Federal funds.

INELIGIBLE ACTIVITIES - Grant funds cannot be used primarily for the creation of job training and placement programs. Limited job training and placement activities can be supported in the context of modest training that may be provided for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job placement program.

INTANGIBLE PROPERTY AND DEBT INSTRUMENTS - Trademarks, copyrights, patents, and patent applications and such property as loans, notes and other debt instruments, lease agreements, stock and other property ownership, whether tangible or intangible.

INTERVENTION - Any planned activity within a project that is intended to produce changes in the target population and the environment for the purpose of job creation and can be formally evaluated. For example, assistance in the preparation of a business plan is an intervention.

JOB CREATION - New full-time, full-year jobs that did not exist prior to the start of the project and came about as a result of the start of the project. These activities can include development of new business

ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in already existing jobs, even jobs guaranteed to low-income individuals through a formal agreement with an employer, is not considered job creation.

JOB PLACEMENT - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the project must meet the definition of new job creation, not job placement.

LOAN - Money given to a borrower under a binding pledge for a given purpose to be repaid, usually at a stated rate of interest and within a specified period. The creation of a revolving loan fund with funds received under this program is an allowable activity. Loans made to eligible beneficiaries for business development activities must be at or below market rate. Interest accrued on revolving loan funds must be used to continue or expand the activities of the approved project.

MICRO-ENTERPRISE - A commercial business with five or fewer employees, one or more of who is the owner.

MICROLOANS - Loans made to Micro-enterprise businesses and usually low interest loans of \$25,000 or less.

NON-PROFIT ORGANIZATION - An organization (including a faith-based organization or community development corporation) exempt from taxation by reason of paragraphs (3) or (4) of Section 501(c) of the Internal Revenue Code of 1986.

OUTCOME EVALUATION - An assessment of project results as measured by collected data that define the net effects of the interventions applied in the project. An outcome evaluation will produce and interpret findings related to whether the interventions created the proposed jobs, or produced other desired changes. An outcome evaluation should address any unanticipated outcomes. It should answer the question: Did this project achieve its stated goals?

PERSONAL BARRIERS - Those aspects of an individual's personal situation that may impede success in a job. This might include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

POVERTY INCOME GUIDELINES - Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on

the Internet at the following address:

<http://aspe.hhs.gov/poverty/index.shtml>

PROCESS EVALUATION - A review and assessment of the planned activities implemented to produce the proposed outcomes (i.e., the creation of new, sustainable jobs). Focuses on the effectiveness and efficiency of the program's activities and interventions (e.g., methods of recruiting participants, quality of training activities and usefulness of follow-up procedures). It should answer questions such as: "Were the project activities comprehensive and were they implemented to achieve the desired outcome(s)?" It is also known as formative evaluation, because it gathers information that can be used as a management tool to improve the way a program operates while the program is in progress. It should also identify problems that occurred and how they were resolved and recommend improved means of future implementation. In concert with the outcome evaluation, it should also help explain, "Why did this program work/not work?" and, "What worked and what did not?"

PROGRAM INCOME - Gross income earned by a grantee from Federally supported activities.

PROJECT PERIOD - The total time for which a project is approved for JOLI support, including any approved extensions. The project period cannot exceed 36 months.

REVOLVING LOAN FUND - A distinct loan fund established exclusively for JOLI projects as a resource to pay for eligible business development and operational activities that, when repaid, generates additional program income to make new loans.

SELF-EMPLOYMENT - The employment status of an individual who engages in self-directed economic activities.

SELF-SUFFICIENCY - A state of being or status of an individual or family where by reason of employment, eligibility for public assistance is replaced by the ability to meet all basic needs.

SERVICE AREA - The geographic area within which the funded project will provide services.

SITE CONTROL - Documented proof of applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes: documentation of the specific property location (address, city, State); documentation of a signed and dated deed or lease agreement between the applicant and property owner; documentation in the agreement of the terms of the agreement, use of

premises, and description of the site (prior use or new property, square footage, use of space for project).

SOURCES AND USE OF FUND STATEMENT - The sum of committed resources (e.g. grant funds, donations,) for a specific project or activity and the extent to which these funds will be used (e.g., operating expenses, acquisition of capital,).

TECHNICAL ASSISTANCE - A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other means of communication. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - The Federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV under the Social Security Act), as amended. The TANF program transformed "welfare" into a system that requires work in exchange for time-limited assistance.

THIRD PARTY - Any individual, organization, or business entity that is not the direct recipient of JOLI grant funds.

THIRD-PARTY AGREEMENT - A written agreement entered into by the grantee and an organization, individual, or business entity to define the roles of the partners and formalize a working relationship in support of the JOLI program. When applicable, such agreements also may formalize a financial commitment.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Estimated Total Program Funding:	\$4,838,000
Expected Number of Awards:	11
Ceiling on Amount of Individual Awards:	\$475,000 per project period
Floor on Amount of Individual Awards:	None

Average Projected Award Amount: \$439,818 per project period

Length of Project Periods: Other

Explanation of Other:

Applications may have budget and project periods for up to three years (36 months) consistent with the work plan.

Awards under this announcement are subject to the availability of funds.

Additional Information on Awards:

Applicants must indicate their expected project period and budget periods for the proposed project.

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

An applicant must be a non-profit organization with 501(c)(3) or 501(c)(4) status.

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

Foreign entities are not eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

2. Cost Sharing or Matching: None

3. Other:

An application must propose only one project.

Grant awards will not be made to the same applicant under both the JOLI and the CED programs in FY 2009.

Prior to receiving funding, the applicant must demonstrate that it has secured control over the site where job creation activities will take place through a lease agreement or deed of ownership.

Applicants must play a substantive role in the project. Proposals in which the applicant is a conduit of funds to a third party will not be funded. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Applicants will not be provided funding for a previously funded project to carry out the same work plan in the same target area.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Rafael J. Elizalde
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd.
Suite 100
Arlington, VA 22209
Phone: 1-(800) 281-9519
Email: OCSGRANTS@ACF.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

The following format requirements apply to application submissions:

1. Page Limit. The application is limited to 150 pages. This page limit includes the project narrative, as well as supporting materials that may be included in appendixes such as forms, resumes, letters of support, and other supporting documentation. Pages that exceed the page limit will be removed from the application before the application is sent to the review panel.

2. Page Numbers. All of the pages in the application, including appendixes, must be numbered.

3. Table of Contents. A table of contents correctly identifying page numbers for each of the Evaluation Criteria and each Appendix must be provided.

4. Organization. The application should be organized using the Evaluation Criteria below and addressing each sub-criterion. Applicants are advised to address each sub-criterion in the section where it is requested in order to facilitate reviewer evaluation of the application.

5. Appendices. Applications may include appendixes with supporting documentation. When an appendix is used, the body of the application should summarize the key points and include a reference to the more detailed material in the appendix.

6. Data. Data used to support the application should come from recent (within the past five years) published sources. Provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics from the source data. Examples of

acceptable sources include, but are not limited to, recent U.S. Census updates; state, county, city, or other government bodies; or associations or organizations that provide credible statistics related to the applicant's proposed project.

Each application must demonstrate compliance with all of the requirements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section IV: Application and Submission Information*. To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information*.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

Forms

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Non-profit private organizations (not including private universities) are encouraged to submit the "*Survey on Ensuring Equal Opportunity for Applicants*" with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

PROJECT DESCRIPTION

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

1. Project Implementation

A. The application must provide a clear overview of the nature of the project and how the new businesses or jobs will be created. A clear description would discuss which of the three allowable program strategies--new business ventures, business expansion, or self-employment/ micro-enterprise projects--will be used. It would further present a clear and well-conceived overall approach to the project, including detail demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. An implementation plan that provides sufficient detail for a reviewer to clearly understand how each aspect of the project will be implemented is often helpful in demonstrating feasibility. Such an implementation plan might include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the project will ensure that the new positions will be in place at least one year before the anticipated project end date.

B. The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term job outlook and identifying any critical risks relating to the industry.

C. The application must present market research analyzing competition, estimated market share, and sales, and analyzing customer base by market segment, size, and trends.

D. The application must demonstrate a viable approach to recruiting and working with appropriate businesses, entrepreneurs, and TANF recipients and other low-income individuals such as those who are unemployed; public assistance recipients, including TANF recipients; at-risk youth; custodial and non-custodial parents; residents of public housing; persons with disabilities; persons who are homeless; or individuals transitioning from incarceration back into the community. The application must explain how the applicant will go about obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TANF, employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers), and local Child Support Enforcement (CSE) agencies for referral of eligible non-custodial parents.

E. The application must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also can help demonstrate the project's readiness to undertake the project in compliance with all program requirements.

F. The application must provide an operations plan that identifies the kind of facilities, site location, space, and capital equipment that will be required (if any), and must discuss how those items will be secured.

G. For Micro-enterprise/Self-Employment Projects Only, the application must present a viable approach for providing training and support services to potential entrepreneurs, including technical assistance in basic business planning and management concepts, preparing a business plan, accessing business loans, and securing commitments of contracts/subcontracts. It must further demonstrate that the types of self-employment and/or micro-enterprise businesses and/or industries that the applicant will support are ones that are likely to thrive in the target area and to help participants become economically self-sufficient. There must be a need for such businesses in the community, and the applicant must demonstrate an ability to secure commitments of contracts/subcontracts for each of those self-employment/micro-enterprise businesses. If the applicant will make loans or other investments of less than \$20,000, the application must explain how these small investments are expected to achieve the proposed outcomes. In addition, the application must present a viable approach for ensuring that the entrepreneurs supported by the project will implement their activities in ways that support achievement of the program's goals and objectives. This can be achieved by including a viable approach to ensuring that entrepreneurs served under the project do appropriate market research and develop appropriate plans to ensure that the business to be created or expanded will be viable. Such a plan would cover topics such as product development, market planning, sales programs, production, and operations, as appropriate. It would further articulate a viable approach to ensuring that the entrepreneurs served under the project will put the new positions in place at least one year before the anticipated project end date, and that 100 percent of the positions that are to be counted toward the number of positions generated by the project will be filled by TANF recipients or other low-income individuals. A model agreement between the applicant and an entrepreneur can help clearly document how each party will fulfill its role in the project.

2. Project Structure

A. The application must demonstrate how the applicant will ensure that adequate resources will be available for the project. If the applicant does not need a third party partner to carry out the project, the application should clearly explain how each part of the project will be accomplished without outside resources.

B. If one or more third-party partners are required to ensure adequate resources for the project, the application would need to demonstrate the adequacy of the third-party relationship for ensuring program success. This might include a description of roles and the relationship between the applicant and the third-party documented in a comprehensive third-party agreement signed by all parties. Such an agreement would address topics such as ensuring that 100 percent of the positions created as a result of the third party's involvement in the project will be filled by low-income individuals; ensuring that prospective candidates for positions to be filled by low-income individuals will be recruited and verified as eligible under the program; that strategies for retention of low-income individuals in the newly created positions have been established; that detailed records documenting appropriate expenditures of grant funds will be provided regularly; that there will be cooperation with monitoring efforts; and that the third party will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

C. If the applicant proposes to operate a revolving loan fund, the application must demonstrate how loans from the fund will be made in compliance with all program requirements described elsewhere in this announcement. This would include strategies to ensure that loan funds go to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project will revert to ACF (see 45 CFR Part 74 for additional information pertaining to the use of intangible property).

3. New Jobs and Businesses Created for Low-Income Individuals

A. The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the

project and will contribute significantly to the beneficiary's progress toward self-sufficiency. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.

B. The applicant must provide evidence that a viable recruitment strategy has been established to ensure that 100 percent of the new positions are filled by low-income individuals. The application must demonstrate that the strategy will focus on the number of positions created, rather than the number of individuals hired to fill them over the course of the grant.

C. The application must demonstrate that the positions will be sustained for at least six months after the end of the grant period. One way that this can be accomplished is listing the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.

4. Financial Strategies

A. The application must demonstrate that the applicant has an acceptable financial plan for the project. An acceptable plan would demonstrate that the project will be economically feasible by the conclusion of the grant period and will remain viable for at least six months after the end of the grant period. The plan should further demonstrate that the JOLI funds will be used to directly create or expand one or more businesses or micro-enterprises, and to support activities to assist businesses, entrepreneurs, or TANF recipients or other low-income individuals seeking jobs in the service area. Documentation is enhanced when it includes details about both JOLI and non-JOLI funding sources (if applicable) and itemizes expenses by funding source. The application must further demonstrate that the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation. Supporting documentation that could contribute to demonstrating financial feasibility for new businesses and business expansion projects might include profit and loss forecasts or Pro

Forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project. For self-employment/micro-enterprise projects, supporting documentation should demonstrate that the applicant has the capacity to help an entrepreneur develop a financially viable business. Such documentation might include submission of information about two successful businesses that the applicant has assisted, profit and loss forecasts (pro-forma), cash flow projections, and balance sheets developed with those businesses. Copies of business licenses for those businesses would help document that the businesses are currently active.

B. The application must demonstrate that the JOLI cost per position created does not exceed \$20,000.

C. The applicant must demonstrate that the organization has the capacity to responsibly manage the proposed Federal funds. One acceptable form of evidence is a signed statement from a certified, licensed public accountant certifying the applicant's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74. For a newly-established entity, including new micro-enterprises, evidence may be supplied by providing a signed statement from an official authorized to make decisions on behalf of the newly formed entity agreeing to establish an acceptable financial management system within six months of incorporation of the new entity, and asserting that the third-party is financially healthy.

D. If the applicant proposes to use the JOLI funds as a loan or revolving loan fund, whether for micro-enterprises or for other businesses, additional third-party agreements are required. Such agreements must demonstrate how the applicant will ensure compliance with all the terms of 45 CFR Part 74.36 concerning intangible property. The applicant might demonstrate this by submitting a model agreement demonstrating how each agreement will include the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and places for the signatures of the authorized officials of the lender and borrower.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such

terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION

Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

Evidence consistent with the Proof of Non-Profit Status section below demonstrating that the applicant is a non-profit

organization with 501(c)(3) or 501(c)(4) status. This evidence may be in the form of an IRS letter of determination if the letter includes the employer identification number (EIN). If the EIN is not listed, a separate document reflecting the EIN also should be submitted. A predetermination letter is unacceptable.

Proof of Non-Profit Status

Non-profit 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) or 501(c)(4) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(4) or 501(c)(4) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(4) or 501(c)(4) tax-exemption certificate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

LOGIC MODEL

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If

appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR

Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in

accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 4/30/2010. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.)

Certifications

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in

connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:

http://www.acf.hhs.gov/grants/grants_resources.html.

Assurances

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at:

http://www.acf.hhs.gov/grants/grants_related.html.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

IMPORTANT NOTE: Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at http://www.acf.hhs.gov/grants/registration_checklist.html.

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration

process and may be found at:

http://www.grants.gov/applicants/get_registered.jsp

- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**
- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at <http://www.Grants.gov>.
- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."
- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at support@grants.gov for assistance.

Hard Copy Submission of Applications

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

3. Submission Dates and Times:

Due Date for Applications: 05/08/2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A

determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

4. Intergovernmental Review of Federal Programs:

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

Katrina Morgan
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Hand Delivery

Katrina Morgan
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates.

V. APPLICATION REVIEW INFORMATION

1. CRITERIA:

Applications will be reviewed and evaluated against the Evaluation Criteria outlined in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on *who* will be responsible for achieving the outcomes of the project, *why* completion of these activities will help address stated needs, *how* the proposed activities will be carried out, *when* the proposed activities will occur and *what* financial and programmatic resources will ensure successful completion of proposed activities. The number of points assigned to each criterion indicates the relative importance of that factor to OCS. Applicants should address each criterion in the section where it is requested to ensure that the reviewers can properly evaluate the application.

Each application must demonstrate compliance with all of the program elements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section IV: Application and Submission Information*. To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information*.

CRITERION 1 - OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

- A. The application demonstrates that the project's goals and objectives for business development, job creation, self-sufficiency for TANF recipients and other low-income individuals align with the goals and objectives of the JOLI program.
- B. The application demonstrates that the project is needed to create or expand employment and business opportunities for TANF recipients and other low-income individuals to help them achieve self-sufficiency.
- C. The application identifies ways in which the project can help address personal and community barriers that prevent TANF recipients and other low-income individuals from successfully obtaining and holding jobs, or creating successful businesses in the community to be served.
- D. The application demonstrates that the project will meet the program's objectives by serving TANF recipients or other low-income individuals through a project located in a low-income community and that all businesses and positions created under the project will be located within the project's service area.
- E. The application provides evidence that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level.

CRITERION 2 - APPROACH - 55 points

1. Project Implementation (15 Points)

In reviewing the project implementation strategy, reviewers will consider the extent to which:

- A. The application presents a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement. The overall plan reflects a clear understanding of the program as described in this program announcement.
- B. The application demonstrates that the project will follow one of the three allowable program strategies--new business ventures, business expansion, or self-employment/micro-enterprise projects.

- C. The application demonstrates that the project will create positions in a viable industry with promising short- and long-term job outlooks.
- D. The application presents market research indicating that the business will be viable in terms of competition, anticipated market, customer base, and market trends.
- E. The application provides a sound and feasible plan for recruiting and working with appropriate businesses, entrepreneurs, and TANF recipients and other low-income individuals.
- F. The application demonstrates that the physical facility and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement.
- G. Self-employment/ Micro-enterprise Projects Only. The extent to which the application:
 - 1. Presents a viable approach for providing training and support services to potential entrepreneurs, including technical assistance in basic business planning and management concepts, preparing a business plan, accessing business loans, and securing commitments of contracts/subcontracts.
 - 2. Presents a viable approach for ensuring that the entrepreneurs supported by the project will implement their activities in ways that support achievement of the program's goals and objectives.

2. Project Structure (15 Points)

In reviewing the project structure, reviewers will consider the extent to which:

- A. The application demonstrates how the applicant will ensure that adequate resources will be available for the project, either with or without a third-party partner.
- B. The application demonstrates that procedures are in place to ensure that any third-party partner will comply with all program requirements. This would include ensuring that 100 percent of the positions created as a result of the third party's involvement in the project will be filled by qualified low-income individuals,

that appropriate efforts will be made to retain the recruited individuals in the newly-created positions, that grant funds will be expended appropriately, and that the partner will cooperate with all record-keeping and monitoring requirements.

- C. The application demonstrates that any third-party partner is financially viable, and has the capacity to responsibly manage any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

3. New Jobs and Businesses Created for Low-Income Individuals (10 Points)

In reviewing the new jobs created for low-income individuals, reviewers will consider the extent to which:

- A. The number and types of new full-time positions that will be created are appropriate for the project and will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.
- B. The application proposes a recruitment strategy that will result in 100 percent of the new positions being filled by low-income individuals, as established by counting the number of positions created, not the number of individuals hired to fill them over the course of the grant.
- C. The application demonstrates that the project will be solidly positioned for continued success after the end of the grant period, and that the positions will be sustained for at least six months after the end of the grant period.

4. Financial Strategies (15 points)

In reviewing the applicant's financial strategies, reviewers will consider the extent to which:

- A. The application provides an acceptable financial plan for the project, demonstrating that the project will be economically feasible by the conclusion of the grant period, and for at least six months thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.

- B. The application demonstrates convincingly that the JOLI cost per position created will not exceed \$20,000.
- C. The application demonstrates the capacity to responsibly manage the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

CRITERION 3 - THIRD-PARTY AGREEMENTS - 5 points

In reviewing third-party agreements, reviewers will consider the extent to which the agreements:

- A. Establish relationships with public assistance and other agencies responsible for administering child support enforcement, TANF, employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers), and local Child Support Enforcement (CSE) for referral of eligible non-custodial parents that are adequate to support the proposed project.
- B. Document that the cooperating agency has agreed to make the necessary contributions to the project.

CRITERION 4 - ORGANIZATION PROFILES - 10 points

1. Organizational Capacity (5 Points)

In reviewing organizational capacity, reviewers will consider the extent to which:

- A. The application demonstrates that the organization, its staff, and its partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating projects similar to those to be conducted under the proposed project. If one or more partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.
- B. The application demonstrates the applicant's ability and willingness to supply the facilities and resources required to successfully administer the program.

- C. The application provides convincing evidence of the applicant's experience with program evaluation and data collection.

2. Past Success with Similar Job Creation Projects (5 Points)

In reviewing past successes with similar job creation projects, reviewers will consider the extent to which the application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project, including evidence of **two** similar projects undertaken by the applicant.

CRITERION 5 - STAFF AND POSITION DATA - 5 points

In reviewing staff and position data, reviewers will consider the extent to which:

- A. The application identifies qualified staff to carry out the proposed project including key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets. Staff qualifications include both applicant staff and third-party partner staff as necessary to demonstrate that the project will have acceptable leadership.
- B. The application demonstrates, for example through biographical sketches and resumes, that the identified staff are qualified to carry out the proposed project, including qualifications for the job identified, experience related to the job identified, and percent of time available for the project.
- C. The application demonstrates that together the key staff have appropriate supervisory experience, experience in finance and business, and experience with the target population.
- D. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

CRITERION 6 - BUDGET AND BUDGET JUSTIFICATION - 10 points

In reviewing the budget and budget justification, reviewers will consider the extent to which:

- A. The application demonstrates that the amount of funds available for the project (JOLI and non-JOLI) is commensurate with the level of effort necessary to accomplish the goals and objectives of the project.

B. The application clearly links the proposed expenditures to the proposed activities. The application demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

C. The application demonstrates that the budget includes funds for all required items. This would include travel for one staff member to attend a training and technical assistance conference in Washington, D.C. during each year of the grant.

D. The application demonstrates that at least 20 percent of the JOLI funds will be allocated directly to financial assistance to program beneficiaries. Examples of eligible uses of funds for businesses include: start up assistance, computers, supplies cost, salaries and training stipends.

CRITERION 7 - EVALUATION - 5 points

In reviewing the applicant's plans for evaluating the project, reviewers will consider the extent to which:

A. The application provides a plan for evaluating the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The application explains how the project's ongoing accomplishments will be measured and compared with projected accomplishments using concrete measures related to the logic model. The application explains how ongoing evaluation will be used to improve future operations of the project (process evaluation) and how final measures will be used to evaluate what the project accomplished and why (outcome evaluation).

B. The application demonstrates the logical connections between the project activities discussed in the Approach section and the outcomes discussed in the Objectives and Need for Assistance section.

C. The application provides a realistic schedule for evaluating the project and submitting annual reports and a final report from the third-party evaluator, each of which will compare actual and projected progress toward business creation or expansion and position creation, and discuss any lessons learned.

D. The application confirms that the grantee will participate in compliance monitoring reviews, quarterly technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys

that request recommendations to improve the technical assistance support.

E. The application confirms that an independent third-party evaluator will conduct the required evaluations.

F. The application demonstrates the qualifications of the independent evaluator to successfully plan and evaluate social services delivery programs, community economic development or job creation projects for low-income populations, or programs designed to foster self-sufficiency in low-income populations. In the event that an evaluator has not yet been selected, the extent to which the application demonstrates that an appropriate position description, recruitment strategy, and hiring timeline are in place.

CRITERION 8- BONUS POINTS - 5 points

In reviewing eligibility for bonus points, reviewers will consider the extent to which the applicant provides supporting evidence that in the area the project serves, the number of TANF recipients per capita is at least one-third more than the state-wide average of TANF recipients per capita.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

OCS may consider geographic location in the award of grants.

In addition, OCS reserves the right not to make awards to applicants that score in the fundable range but have failed to successfully fulfill the goals of previous projects.

Please reference Section IV.2 for information on non-Federal reviewers in the review process

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its

internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at:

<http://www.hhs.gov/fbci/regulations/index.html>.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

Program reports and financial reports are required semi-annually. These reports are to be submitted in addition to the annual evaluation reports to be provided by the third-party evaluator.

VII. AGENCY CONTACTS

Program Office Contact:

Rafael J. Elizalde
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 1-800-281-9519
Email: OCSGRANTS@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

Grants Management Office Contact:

Katrina Morgan
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 1-800-281-9519
Email: OCSGRANTS@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section

		IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Objectives and Need for Assistance	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Approach	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Third-Party Agreements	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Organizational Profiles	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Staff and Position Data	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section

		IV.3.
Project Description: Budget and Budget Justifications	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Project Description: Evaluation	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
Logic Model	Referenced in Section IV.2 and V of the announcement.	By application due date found in Overview and Section IV.3.
SF-424	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section

		IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Survey on Ensuring Equal Opportunity for Applicant (voluntary)	<p>Non-profit private organizations (not including private universities) are encouraged to submit the "<i>Survey on Ensuring Equal Opportunity for Applicants</i>" with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement under "Forms." The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html</p>	By application due date.
D-U-N-S Number	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.

Date: 3/25/2009

Yolanda J. Butler, Ph.D.
Acting Director
Office of Community Services

